

United States Department of the Interior
Bureau of Land Management
Colorado State Office
2850 Youngfield Street
Lakewood, Colorado 80215-0047
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Instruction Memorandum No. CO-2004-018
Expires 9/30/04

To: All Employees

From: State Director

Subject: Fiscal Year 2004 Personal Property Inventory

Responsibilities, instructions, and deadlines for conducting the FY 2004 Personal Property Inventory are contained in Instruction Memorandum No. BC-2004-010, "Requirements for Conducting Fiscal Year 2004 Personal Property Inventories," dated November 19, 2003. This memo serves to emphasize the importance of following those policies and procedures, and, meeting the mandatory timeframes. Plus, this memo provides additional State policy for the management and accountability of our property assets.

Fixed Assets (FA) is the bureau's automated accountable property system. The threshold for inclusion in FA is any item with an acquisition cost of \$5,000 or more and bureau sensitive personal property items, regardless of costs. Only the following 'sensitive' items will be accountable through FA;

- Firearms.
- Global Positioning Systems costing \$500 or more.
- Surveying/mapping instruments, but not equipment such as tripods, rods, etc.
- Information Technology equipment listed below, regardless of cost.
 - Central Processing Units
 - Laptop computers
 - Handheld radios
- Vehicles with "I" or "M" tags.
- Property leased for 60-days or more.

An Accountable Officer or Custodial Office can also decide to control and account for locally sensitive property because of the possibility of loss or damage. Examples include cameras and binoculars. Locally sensitive property items are not to be controlled through the FA system. Custodial Officers can control locally sensitive items using a DI-105 form, "Receipt for Property." Custodial Officers are responsible for filing and maintaining these DI-105's for their employees.

For security reasons, items such as keys, electronic building access cards, and government identification cards, should be controlled as well. The administrative work unit issuing the property items can maintain those records using the DI-105 or other records that the employee receiving the property could sign acknowledging receipt of the property items.

A DI-105 is not required for control of shared or joint used property that does not meet the criteria for inclusion in the FA system. Some examples of shared/joint used items are printers, copiers, and fax machines. Records should be maintained by the administrative work unit or others responsible for the purchase or maintenance of this type of equipment.

If you have comments or questions, please contact Glenn Bessinger (CO-951) at 303.239.3762.

Signed by
Douglas M. Koza
Acting State Director

Authenticated by
Don Snow
EMS Operator